northern *State* university
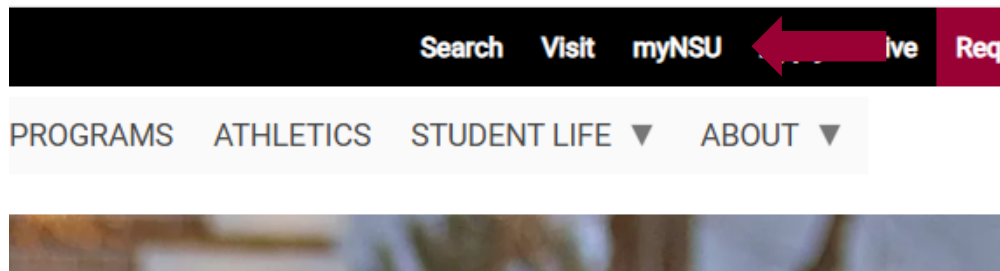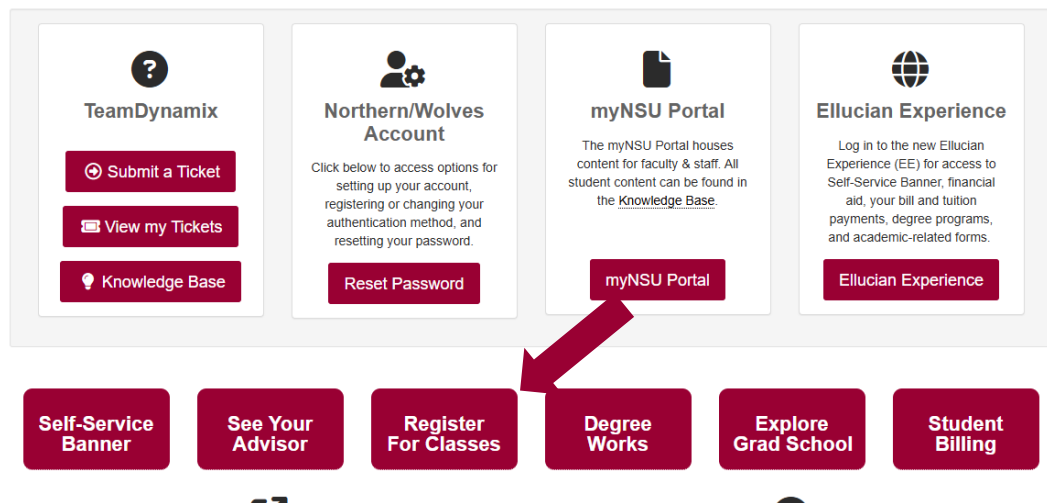
Self-Service Banner Plan Ahead Area

The Plan Ahead are in Self Service Banner(SSB) will allow you and your advisor to build a course list for upcoming semesters. The positive features for using the Plan Ahead area is that you can save and adjust plans according to what courses you need and when they are available.
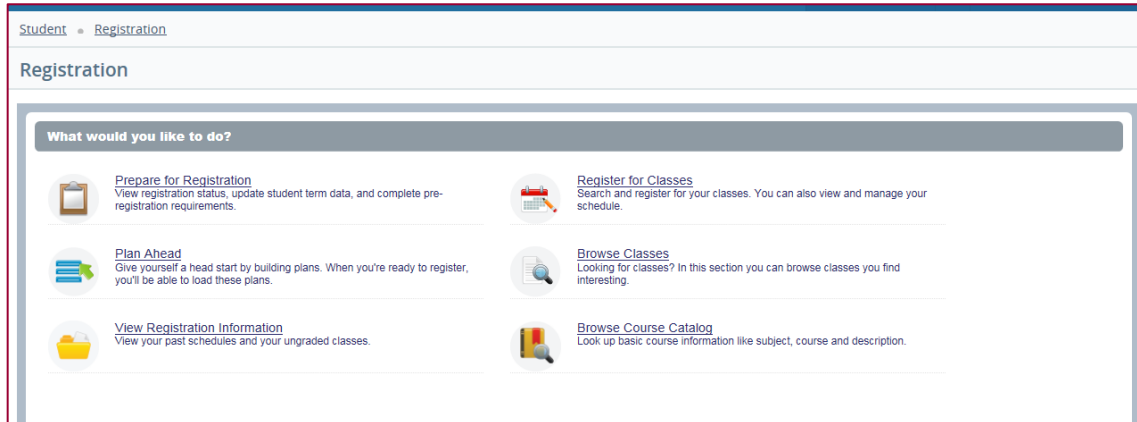
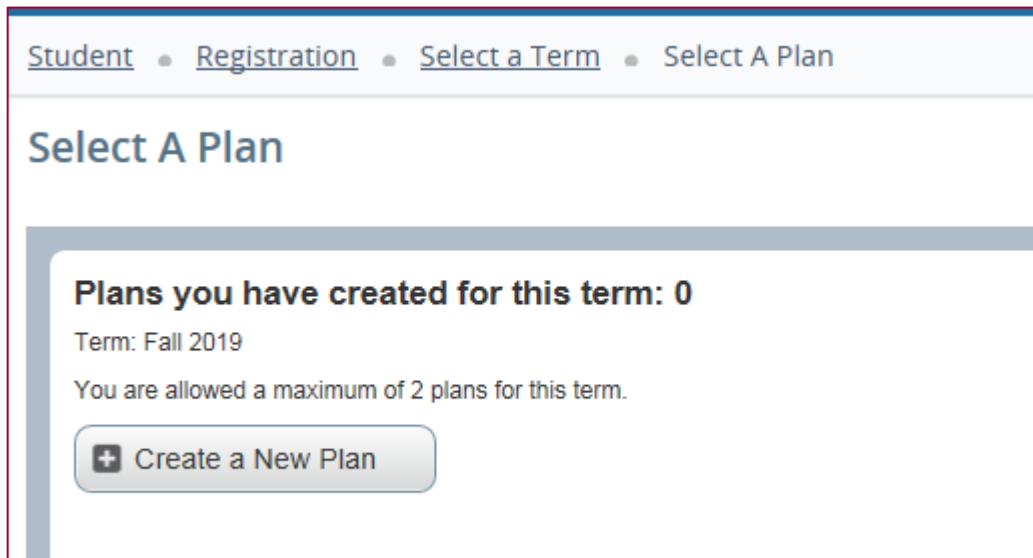1. Select myNSU on the homepage.

Select Register for Classes

This will bring up the Registration Menu.

2. **Choose** the term you wish to plan. **Click** on **Create a New Plan**

3. **Enter** your search criteria.
4. Make your selections and click **Search**.
5. Additional fields can be added if you click on **Advanced Search**.

Plan Ahead

Find Classes

Search Results — 98 Courses
Term: Fall 2019   Subject: Business Administration   Level: Undergraduate

Title	Subject Description	Course Number	Hours	Description		
Survey of Business	Business Administration	101	3	This course is an introd...	View Sections	Add Course
Topics	Business Administration	192	1 TO 3	A course devoted to a p...	View Sections	Add Course
Business Statistics	Business Administration	220	3	This course introduces...	View Sections	Add Course
Business Communications	Business Administration	244	3	Study and practical app...	View Sections	Add Course

6. Click on View Sections to see the courses or click Add Course to add them to your Plan Summary Area

7. In this example, the user did not sort by university or location, so can tell university by looking at the smart coding on the section (NSU classes start with N), and can tell if it is a face-to-face class if times and dates are listed.

Plan Ahead

Find Classes

Catalog Search Results

Search Results — 8 Classes
Term: Fall 2019   Subject and Course Number: BADM101 Business Administration

Title	Subject Desc	Cours	Sectio	Hours	CRN	Term	Instructor	Meeting Times	Campu	Status	Attribute	
Survey of Business Face-to-face, term bas	Busine...	101	B01	3	8...	F...	Altmyer, Donal...	S M T **W** T F S 09:30 AM - 10:45	B...	30 of 30...	BHSU UG OnCampus / Common Course	Add
Survey of Business Face-to-face, term bas	Busine...	101	D...	3	8...	F...	Roach, Michae... Osborn, Laura	S M T **W** T F S 09:30 AM - 10:45	D...	48 of 50... 99 of 99 waitli	Common Course / DSU UG OnCampus / Course Fee Business Sch UG	Add
Survey of Business Face-to-face, term bas	Busine...	101	D...	3	8...	F...	Jansen-Simme...	S M T **W** T F S 11:30 AM - 12:45	D...	25 of 25... 99 of 99 waitli	Common Course / DSU UG, AS, SS, Sioux Falls UC	Add
Survey of Business Online Synchronous	Busine...	101	D...	3	8...	F...	Jansen-Simme...	S M T W T F S - Type: Class B	D...	25 of 25... 99 of 99 waitli	Common Course / DSUUG, SS, Internet (not Nrs/P	Add
Survey of Business Face-to-face, term bas	Busine...	101	N...	3	8...	F...	Ohmer, Dougl...	S M T **W** T F S 11:00 AM - 12:15	N...	25 of 30... 5 of 5 waitlist	Common Course / NSU UG OnCampus / Course Fee Business Sch UG	Add
											Common Course	

8. **Click Add** to select the sections you want and they will appear at the bottom in your **Plan Summary Area** with a **Pending Status**.

9. **Click** on **catalog results** if you need to do additional searches in the top section. As you add other sections, you can tell if times overlap and choose add or remove to either keep sections in your plan or remove them.

10.	When you have finished building your course list, **click** on the **Save Plan** button and name your plan.

11. You are allowed to save 2 plans.

12. The **Pending** status will change to **Planned**.

NOTE: If you change your mind about a class, you can change the default Register under the summary action column to remove. When you are done, click on the Submit button at the very bottom right.

Register for Classes with a Plan

1. Navigate to the Register for Courses area.

2. If you saved a plan, click on the **Plans** tab. Your plan will appear and from that screen you can Add All or add the courses individually, or remove them.

3. Courses will appear in the **Summary Area** with a pending status.

4. **Click Submit** to register for all of the courses.

5. You can choose to remove them from the summary before submitting. If you close before the status shows Registered, the summary will not be saved.

6.

7. The status changes to **Registered** in the **Summary Area** and a message appears in the upper right that the save was successful.

Remove Courses

If you change your mind about a class, it can be dropped from this same screen by selecting the drop option in the action box by each class. Options in SSB are Drop with Refund through census date for the class. A drop after that date does not generate a refund, so after census, the drop option will change to "drop".

You will not be able to drop all classes. If you are trying to do that, you need to contact the Registrar's Office as they need to know to initiate special processing to allow any refunds to be calculated.